

ADMINISTRATIVE SEPARATION PROCESSING NOTICE - ADMINISTRATIVE BOARD PROCEDURE		Date:	
From:		UIC:	
To:			
REASON(S) FOR ADMINISTRATIVE SEPARATION PROCESSING		MILPERSMAN REF	
1.			
2.			
3.			
Least favorable characterization of service possible is Under Other Than Honorable.			
If your separation is approved it will result in discharge, suspended discharge, release from active duty to a Reserve component, transfer from the Selected Reserve to the Individual Ready Reserve (IRR), or release from custody or control of the U.S. Navy.			
YOU ARE ENTITLED TO THE BELOW RIGHTS (INITIAL APPROPRIATE BLOCK)		ELECT	WAIVE
To consult with qualified counsel. You may consult with civilian counsel retained at your own expense. (Non lawyer counsel may be appointed as determined by the commanding officer.)		_____	_____
To submit statements to the administrative board or to the separation authority in lieu of a board.		_____	_____
To obtain copies of documents that will be forwarded to the separation authority supporting the basis for the proposed separation. (Classified documents will be summarized in unclassified form.)		_____	_____
To request an administrative board. (Failure to appear without good cause constitutes a waiver of the right to be present at the administrative board.)		_____	_____
To representation at the administrative board by qualified counsel.		_____	_____
To representation at the administrative board by civilian counsel at your own expense.		_____	_____
If applicable - to request transfer to the Fleet Reserve/Retired/Retired Reserve List understanding that you have the right to an administrative board to recommend retirement in your current or a reduced paygrade. If you waive such board, a reduction to a reduced paygrade upon transfer may be directed if you are being processed for misconduct, security, or homosexual conduct.		_____	_____
To present evidence demonstrating that you do not engage in, attempt to engage in, have a propensity to engage in, or intend to engage in homosexual acts. (For homosexual statement processing only.)		_____	_____

ADDITIONAL NOTICE

If you commence a period of unauthorized absence subsequent to receiving this notice, the administrative separation processing may continue in your absence.

For members on active duty not in civilian confinement: You are advised that separation proceedings in your case will be suspended for a period of 2 days from the date this notice is delivered to you personally in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence.

For members who are Reservists not on active duty: You are advised that separation proceedings in your case will be suspended for a period of 30 days from the date this notice is delivered to you personally or received at your designated mailing address in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence. If your separation involves transfer to the IRR, you are advised that the characterization of service upon transfer to the IRR also will constitute the tentative characterization of service upon discharge at the completion of the naval service obligation, unless you take affirmative action to affiliate with a drilling unit of the Selected Reserve; and you participate satisfactorily as a drilling member of the Selected Reserve for a period of time which, when added to any prior satisfactory service during this period of obligated service, equals the period of obligated service. If you submit evidence of completion of the above, the separation authority may assign a more favorable characterization of service. If you do not submit such evidence, the characterization of service is the same as the characterization of service upon transfer from active duty or the Selected Reserve to the IRR. If you are in records review (non-drilling) status, you are entitled to permissive (no-cost) orders to attend any administrative board hearing to which you may be entitled.

For members subject to reimbursement: You are advised that you may be subject to a reimbursement requirement for recoupment of advance education assistance costs, bonuses, or special pays.

For members in civil confinement: You are advised that separation proceedings in your case will be suspended for a period of 30 days from the date this notice is delivered to you personally or received at your confinement address in order to give you a reasonable opportunity to exercise the rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence. If you are eligible and have elected an administrative board, and you are unable to make arrangements which would allow you to appear in person before the board, the proceedings will continue in your absence; in this event, you may be represented before the board by your counsel. The below named counsel has been appointed your military counsel for consultation and/or representation for this action.

NAME OF MILITARY COUNSEL	ADDRESS OF MILITARY COUNSEL	PHONE

CIVILIAN CONVICTION APPEAL INFORMATION (RESPONDENT INITIAL APPROPRIATE BLOCK)	YES	NO	N/A
Do you intend to file an appeal?	_____	_____	_____
Do you request separation before your appeal is decided or the time for appeal has passed?	_____	_____	_____

COMMAND CERTIFICATION	SIGNATURE	DATE
Commanding Officer (or "By direction")		

MEMBER CERTIFICATION	SIGNATURE	DATE
I acknowledge receipt of this notice.		
My response to this notice is complete.		

COUNSEL CERTIFICATION (if applicable)	
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